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20 September 1956

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Request for Assistance of DD/S Officials in JOT
Recruitment

1. The DDCI has informally expressed his desire to increase the number of acceptable Junior Officer Trainee candidates produced through our university recruitment activity.

2. As you may know, we now have about 40 consultant contacts at different colleges and universities who assist us in identifying promising prospects for the JOT Program. A list of these consultants and their university affiliations is attached. These consultants are security cleared and are brought to Washington for three to five days annually for consultation and orientation by this Office, the Office of Training, and other Agency components, concerning current requirements for JOT's. This consultant program gives our recruiters, and the Agency, a slight edge in the highly competitive personnel procurement business at the universities where we have these arrangements. However, it is obvious that such connections can be established at only a limited number of institutions.

3. In addition to these universities, our recruiters contact upwards of 100 additional colleges during the recruitment season. It is in this area that we feel that our recruitment program needs strengthening. Were it possible to obtain volunteers who are either alumni of, or former professors from, those schools where we do not have consultants, they could augment our efforts in these areas working with our recruiters.

4. Several of your components have already been of great assistance in obtaining personnel for their own offices. This type of activity will, of course, be continued, and individual volunteers would, in addition to seeking out JOT's, be looking for personnel to fill the needs of their own components.

5. Officials participating in this activity should be selected for their knowledge of the qualifications needed in JOT candidates (as well as those needed in the candidates for positions in their own offices), and, more importantly, on the basis of personal acquaintance in the university to be contacted. It is anticipated that anyone who assists in this program will be asked to contact one university only, and that a single visit, requiring only a few days' time, will accomplish the purpose.

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6. If you think that any of your personnel would be interested in participating in such a program, we would appreciate your bringing it to their attention. If, in the opinion of the volunteer, his school would be productive of JOT's or other types of personnel which might be needed, and if he has avenues of approach to these individuals, we would be most happy to talk with him further regarding a possible visit to the school in the coming year. A short memorandum from the individual, outlining the possibilities at his school, and stating his own connection with the institution, will be all that is required. While we cannot guarantee that all volunteers will be asked to participate (since there will undoubtedly be instances of duplication), we hope to get a goodly number into the field in the 1966-67 season. Should anyone feel particularly qualified to visit any of the universities at which we now have consultants, he should feel free to volunteer for those schools. We are attempting to miss no opportunities to acquire our share of the good people who will be coming out of the schools next June.

/s/

Harrison G. Reynolds
Director of Personnel

Attachment:
List of University
Consultants

CONCUR:

/s/

Office of Training

25 September 1966

Date

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